

1 APR 1977

MEMORANDUM FOR: Executive Secretary

FROM : H. C. Eisenbeiss  
Director of Central Reference

SUBJECT : Processing the O/DCI Morning Minutes Memoranda for  
RSM Storage and Retrieval

1. This memorandum describes a revised proposed procedure for processing the O/DCI morning minutes memoranda for the Rapid Search Machine (RSM) format. The main purpose of this revision is to further minimize the number of people who would have access to the minutes, but some change in the current procedure is required in any event because OCR must phase out its Magnetic Tape Selectric Typewriters (MTSTs). IBM no longer manufactures this equipment and the amount of downtime has now reached unacceptable proportions.

2. The proposed procedure is as follows:

- Step 1. Your secretary types the minutes on an IBM Correcting Selectric II Typewriter using an OCR (optical character reader) 915, ten pitch, font ball, and 8 1/2" x 11" xerox paper. At this point a copy is made to serve as your file copy. (An example of 915 font is attached.)
- Step 2. The typed original is picked up from the Office of the Executive Secretary, room 7D6015, by personnel from OCR/CLD/ [redacted] and hand carried to the Office of Data Processing (ODP) for page reader processing.
- Step 3. ODP feeds the typed minutes into the optical character reader which in turn creates a computer compatible magnetic tape.
- Step 4. ODP converts the computer compatible tape to RSM tape. It then prepares two RSM tapes (one to serve as a backup) and a proof listing. The proof listing will be checked by DSB to verify the correctness of

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EXAMPLE OF OCR 915 FONT BALL TYPING

IT IS THE HUMAN SKILLS EPITOMIZED IN OUR RESOURCES OF  
LABOR WHICH ARE THE COUNTRY'S GREATEST ASSETS. MOST AMERICANS  
BELIEVE THAT WORK IS NOT ONLY WORTH DOING BUT THAT IT IS WORTH  
DOING WELL.

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